



Office of Public Instruction
Linda McCulloch
Superintendent
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Civil Rights Review On-Site Documentation Checklist

Please make the following documentation available to the civil rights consultant at the time of the on-site review. These documents will include appropriately marked school board policy manual, student handbook(s), teacher handbook, staff handbook, and other forms requested.

Section A: Administrative

1. Please provide at least three samples of the district's continuing steps to notify students, parents, employees, and the general public that educational and hiring opportunities will be offered without regard to gender, race, color, national origin, or disability.
2. If this was not sent with the self-evaluation, please provide a copy of the public notification published at the beginning of each school year which advises students, parents, employees, and the general public that career and technical education opportunities will be offered without regard to gender, race, national origin, or disability, and that this notice contains the name, school address, and phone number of the person(s) designated to coordinate Section 504 and Title IX.
3. Provide student/faculty/staff handbooks or other documentation of harassment policies and grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any discrimination based on sex or disability.

Section B: Accessibility and Comparable Facilities

1. If not provided with the self-evaluation, please provide a map of the building indicating where additions, renovations, and/or modifications have taken place and dates of these changes.
2. If facility renovations are planned, please list what is to be renovated and an approximate completion date. If staff or students will be relocated during construction, list who and where to the extent possible.

Section C: Admissions

1. Provide documentation of a comprehensive equity policy that has been written and adopted inclusive of gender, race, color, national origin, and disability.
2. Provide enrollment data for your school's total student population including gender and race breakouts.

3. Provide enrollment data for your school's career and technical education classes including gender and race breakouts.

Section D: Counseling and Prevocational Programs

1. Provide a sample of at least two recruitment/promotional publications displayed in the counseling department.
2. Provide a sample of at least one recruitment/promotional publication designed for limited English proficient students (where appropriate).
3. Provide a copy of the written guidance plan, policy, and procedure.
4. Provide a copy of the written assessment plan with a list of tests administered.
5. Provide a copy of the written procedures for evaluation and placement of students with disabilities.

Section E: Services for Students with Disabilities

1. Provide a copy of the written policies and procedures ensuring access for students with disabilities to programs, services, and activities.
2. Provide a description of aids and services available for students with disabilities.
3. Provide a list of materials/resources for vision or hearing impaired students.
4. Provide a copy of a Section 504 plan, sample placement records, and other appropriate documentation for students placed in career and technical education programs.

Section F: Work Study, Cooperative Career and Technical Education, Job Placement, and Apprenticeship Training

1. Provide a copy of the district's work study agreement and/or any other documentation that provides an agreement between students and employers in relation to school programs.
2. Provide data concerning enrollment in cooperative education and work study programs.

Section G: Employment of Faculty and Staff

1. Provide a copy of the district's recruitment policies and procedures.

2. Provide a copy of the school district's employment announcement which contains the appropriate statement of nondiscrimination.
3. Provide a copy of an employment application form.
4. Provide information concerning screening committee procedures and rating system for applicants.
5. Provide a copy of the district's hiring policies and procedures.
6. Provide information about the salary scale system for faculty, staff, and administration.
7. Provide data that shows gender and ethnic diversity of faculty and staff in relation to the school's student population.